

A Guide
TO
LIBRARIANS

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A Guide to Librarians

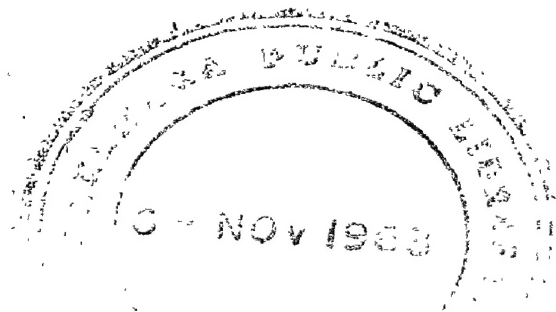


Knowledge is a comfortable and necessary
retreat and shelter for us in an
advanced age and if we do not plant
in while young, it will give
us no shade when we
grow old.

"Lord Chesterfield"



The Late Dr. Sachchidananda Sinha
(Founder of Sinha Library, Patna)



**DEDICATED TO THE SACRED MEMORY
OF MY REVERED UNCLE.**

**The Late Dr. Sachchidananda Sinha,
D. Litt., M. L. A.,
Bar-at-Law, Patna.**

**to whom I owe everything in this world, in
humble token of my appreciation and respect.**



ACKNOWLEDGEMENT

A few years ago, some friends asked me to write a plain and simple book on Library Science, for the common man. I thought of doing it many a time but it was not until 1950 that I could begin it. I had hardly completed the second chapter of the book when my revered uncle, the late Dr. Sachchidananda. Sinha, D. Litt., L. L. D., Barrister-at-Law, who was more than a father to me, and to whom I owe every thing in life, passed away on the 6th of March, 1950. This upset my plans, and I was completely overwhelmed by the tragedy. I could not settle down to long spells of work. I scrapped what I had done, and decided to start afresh. I have sorely missed my uncle's guidance, and inspiring, but wholesome, criticism.

I am principally indebted to Mr. Shyamanand Sahaya, M. A., M.Ed., B Litt. (Dublin), Dip. Lib. Sc. (Banaras), Assistant Professor of English Methodology, Patna Training College, who first suggested to me the idea of writing this book. His unwavering faith in my doubtful ability has been a constant source of inspiration to me. He took the trouble of reading the manuscript with minute care, and close

attention. He made some valuable suggestions for its improvement, pointed out errors in facts and indicated what he regarded as unwarranted in the expression of my views.

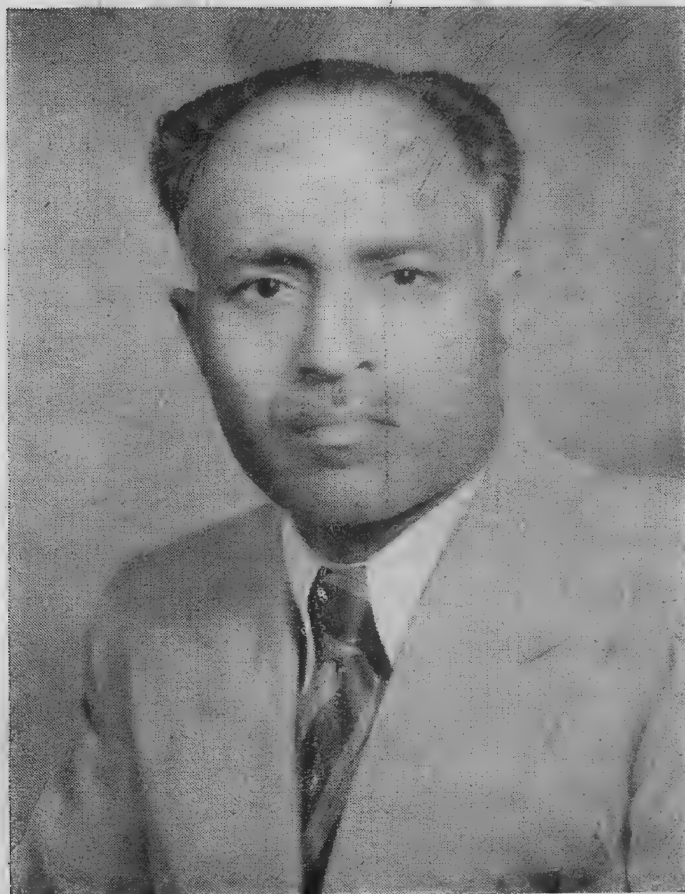
I am grateful to Mr. Debi Das Chatterjee, M. A., Assistant Professor of English, Patna Science College, who also read the manuscripts of the book. It underwent careful revision in response to his valuable suggestions, resulting in considerable improvement of the text.

I am also obliged to Mr. Wazir Haider (Typist & Library Asst.) of the Patna University Library, who has very kindly typed the manuscripts.

I am grateful to Messrs Brown, Hitchler, Sayers and Dickinson for much useful material which I found in their books :—

1. Manual of Library Economy By J. D. Brown.
2. Cataloguing for small libraries By Theresa Hitchler.
3. An Introduction to Library Classification By W. C. Berwick Sayers.
4. Manual of library Economy By W. C. Berwick Sayers.
5. The Panjab Library Primer by Asa Don Dickinson.

Finally, I would like to say a word in acknow-



Sri Indradeo Narain Sinha

ledgement of the very great kindness shown to me by Dr. Amar Nath Jha, M.A., D Litt. etc., Chairman, Public Service Commission, Bihar who, in the midst of his multifarious duties in various spheres, both public and professional, found time to enrich the pages of this book, and did me the honour of writing the Foreword. I owe him a deep debt of gratitude as he has known me from my childhood and his kindness and deep affection for my family are well known.

The credit for publication of the book is due to Sri Raj Kumar Bhargava, the enterprising proprietor of the Rashtriya Prakashan Mandal, Patna, who has printed and published this book.

FOREWORD

Prospero, looking back to the past, said: "My library was dukedom large enough", and there are men who are content to spend all their time in the company of books. They may be a bloodless substitute for life, as Stevenson remarked, but they never disappoint and are an unfailing source of comfort and solace and inspiration. Victor Hugo was right when he described a library as an act of a faith. A small personal library consisting of a few hundred volumes can be easily looked after; a book can be found without difficulty; the volumes can be arranged on the shelves by the owner either in accordance with their size or the kind of binding or according to subjects or authors. But the problem of arrangement is complicated when the library is large. In former times any one who was in love with books was considered to be competent to be in charge of them. This affection for books must still be a prime qualification for a librarian; but now he has to possess many more qualifications in addition.

Shri Sinha's book is a welcome attempt to survey the whole subject of Librarianship which is now a highly specialised and technical vocation. I have read it with much interest and profit. He has incor-



Dr. Amaranatha Jha

porated in it not merely what he has gathered from other books but also the fruits of his own long experience. I warmly commend it as a book which, while providing valuable guidance to librarians, will also prove of use to the general reader.

Mussoorie,

Amar Nath Jha.

June 20, 1951.

INTRODUCTION

In this little book, I have tried to give briefly the essential ideas which would acquaint a novice with the A. B. C. of Librarianship. First, let us consider what a library is in the eyes of a librarian. The library is a repository of books, a temple to the common man, but to the librarian it is a systematic collection of books, made as useful as possible by the various guides that he provides.

The library is a dynamic instrument of education, and in free India, which has to fight for the liquidation of illiteracy among 90% of her population, libraries are a social need.

That the library is an ancient institution is proved by the fact that we find an account of it in the annals of some of the most ancient civilizations of the world. In the Chinese language, a library means a place for hiding books so that they may be preserved for the future.

From the Sanskrit synonym for library it seems that our ancients had an excellent idea of what a library should be: an institution to establish a perfect integration of the book with the mind. The Librarian was held to be the interpreter of books and had to reach the books into the hands of the readers.

A library under modern conditions should be regarded as the brain centre of every community, ministering to the intellectual, spiritual, social, cultural and practical needs of a man, woman and child.

Bacon defines the "Library" as the shrine where all the relics of the ancient saints full of true virtues without delusion or imposture, are reposed.

The library, as we all know, is something more than a mere collection of books. It has its own laws, treasures, highways, and bye-ways, technicians and engineers, penalties and rewards, in fact, it is a kingdom by itself. What, however, is of the utmost importance is to see that the library is fully utilised by those for whom it is meant. There are some who are fond of collecting books merely for ornamentation. Monasteries and mosques always served as the repository in which the precious heritage of knowledge and culture was carefully deposited while the tide of political upheaval ravaged the land. The libraries attached to places of worship assumed as great a sanctity as the shrine or the seat of religious worship itself. They attracted scholars, encouraged intellectual intercourse amongst them, and were the essential means for the development of a common culture and an intellectual tradition. The effacing

hand of time and the vandalism of man have conspired to wipe out most of these repositories of our ancient culture. Above all, the changed out-look and the altered circumstances of modern times are responsible for the disappearance of such libraries. Our places of worship are no longer seats of learning as in olden times, but it can unhesitatingly be asserted that the authorities, whether religious or secular, who own and control our shrines and command sufficient resources should establish and endow good public libraries attached to places of worship. This will help the cause of education and culture in a poor country like ours.

MODERN PROBLEMS OF LIBRARIES

When I dilate on mediaeval libraries, and describe them as seats of learning and repositories of our cultural heritage, I am fully aware that the modern problems of libraries and their significance and utility are much more complex than our forefathers could imagine. Knowledge and culture are no longer the monopoly of the few, nor is it considered necessary or fair in an age of mass awakening, characterised by a determination to liquidate illiteracy and to allow everybody to share the blessing

of light and learning, which have been so long the monopoly of a privileged class. In these changed circumstances, libraries should naturally function as the necessary instruments of mass awakening and general diffusion of culture. This is the basic idea which serves as the motive force of the library movement in every advanced country, and has determined the planning and organisation of libraries in most democratic countries. In India we are on the threshold of constructive democracy, and nothing perhaps is more important today than to initiate a library movement on a national scale as a part of a national campaign against illiteracy, ignorance and superstition. This campaign should be well-planned and well-organised to avoid duplication of effort and dissipation of our limited energy and resources.

THE LIBRARY MOVEMENT

The library movement is not altogether foreign to our country. In the ancient past, when a greater part of the civilized globe was practically illiterate and uncultured, India was flashing forth the torch of learning and wisdom. Even before the age of scripts a vast literature consisting mainly of poetry,

had developed, and it was being handed down from father to son, or from preceptor to disciple by word of mouth. The Brahma Rishis and Raj Rishis of those days may well be called the "Moving Libraries"; each with the divine wisdom and learning of the "Vedas". When script was invented, manuscripts were prepared with great care and deposited in Ashramas, Gurukulas, and Maths, which served as basic libraries. It was during the Buddhistic age, when big centres of learning were started, that the libraries, in the sense they are known today, began to function. The Chinese pilgrim and scholar Fa-Hien, who visited India in those days, has made mention of the great library of Pataliputra the city of Patna as it is called to-day. In those days, Buddhist Viharas were storehouses of books covering almost all fields of knowledge. There were celebrated libraries at Nalanda, Pataliputra, Sarnath and Taxila.

During the Gupta period, 'Nalanda' was world-famous seat of learning, and history bears testimony to the fact that a library was established at Nalanda, where books were stored in a nine-storeyed temple. The Rajas and the nobility had collections of their own manuscripts. King Rajapal founded two libraries at Odantipur and Vikramasila. These

however, were destroyed by the soldiers of Bukhtiar Khilji in the 13th Century A. D.

During the Muslim period also many magnificent Manuscript libraries were established in India. The Mohammedan rulers, especially the Mughals, were themselves great scholars and writers of repute, and regarded their collections of books as valuable treasures. The Madrasas and Khankahs had their own libraries, in addition to the private collections, which the nobility, the poets and the rich men of learning possessed.

The Library movement requires people to read the books they buy. We recognise at once that it is better to buy and read, than buy and not read; but it is also clear that it is better to buy and read, rather than not buy at all.

The library movement in India, though of recent origin, is attracting attention of the public. We must have a regular network of not only private libraries but also of village libraries, Thana Libraries, Town libraries, University libraries and an All India National Library, to which public should have free access in the near future. No Government that is serious about its plans for educational development can afford to ignore this most effective instrument for the maintenance and progress of

education of its people. Neither schools nor colleges nor even the radio can be substitutes for a well-organised library system in the country. In the history of human culture, the invention of the book may be said to be the most fruitful cause of the victory of mind over matter. Mind has succeeded in pressing most directly to its service the simple device of spreading out a black liquid on a series of white surface stitched together which we call a book.

No library can discharge its functions properly if its contents are not fully appreciated and properly utilised. In a country where more than 80 per cent of the population depends upon agriculture, and where illiteracy is perhaps the greatest, no one can overlook the vital and immediate need of rural uplift and mass literacy and education.

We have then seen that there is a close connection between free and compulsory education and the library movement. This was realized some two hundred years ago, in Europe and America, with the result that the library movement is very highly advanced in those countries and it conduces greatly to the general good.

The Pioneer of the modern library movement in India was the late ruler of Baroda, and the year of its origin may be traced to 1908 when His late

Highness appointed Mr. Borden, an American expert in Librarianship, to introduce the modern library system in the Baroda State. The central library, the women's library and the Children's libraries and the net work of travelling libraries in the State are too well-known to need any mention here. Baroda to-day can see face to face, and stand shoulder to shoulder, with any country or State in the world so far as the Library movement is concerned.

In working out a scheme of village libraries, we cannot do better than take the Baroda Scheme as our model, where the rural library movement is highly developed. The scheme was initiated in the State by experts who had studied the subject thoroughly in western countries. The enlightened ruler of Baroda was himself interested in the spread of education and culture in the rural population of his State, and as such, the scheme thrived under a very favourable aegis. Almost every village in the State is now provided with a small library, located in one of the rooms of the local school with the school master as its librarian. Every village has a primary school where free and compulsory education is imparted. A village library was constituted till recently on a sum of Rs. 100/-. 1/3rd. of this being

contributed by the village, 1/3rd. by the local board and the last third by the Govt. of Baroda.

The example of Baroda was followed by the rest of India. The Punjab was the first to follow. The Punjab University invited Mr. Asa Dan Dickinson, Librarian of the University of Pennsylvania (U.S. A.) to organise the University Library on modern scientific lines.

The organisation and administration of libraries would appear to be a simple and easy business to a superficial observer, but really it is replete with technical and complex problems.

I would, therefore, suggest that each and every librarian should know the following general rules for his guidance and ready reference.

RESOURCES

What books the library has or can borrow, what financial resources are available, and what personnel are at hand on the staff and in the community are important considerations.

The quality of the books, the number of people who may read them, and the resources available have to be taken into account in all library service. Before making a selection of books the following points should be considered:

1. Would these books be used in my library ?
2. Who would use them ?
3. And under what conditions ?

Fellow librarians may be consulted, especially in connection with a subject in which they have made a study or in which their libraries have specialized.

In England, by the Copyright Act of 1911, all publishers are required to send, at their own expense one copy of their publication to the British Museum, and the Museum authorities, on their own part, are obliged to stock what is sent to them. The British Museum is strictly a reference library, and no book or any material is allowed to be taken out of the library premises, for any purpose, not even for binding. It, therefore, cannot function in any inter-lending system. The National Central Library, which was formally opened in 1933, performs this function of lending out costly and rare books to readers in faraway places, and acts as a clearing house of information regarding such books.

According to the Books Registration Act, every publisher is required to deliver three copies to the Local Government, and it seems easy to arrange that some of them may be transferred to any one of the Provincial Libraries which may function as the copyright library of the Province, and another copy

to the Imperial Institution which should serve the whole of India.

ACCESSION BOOK.

This book is the chief inventory or record of the books contained in the library in every department, and should be ruled to show the history of each book from its accession till its final withdrawal. There are many forms of accession book which give other particulars, which do not seem necessary but the simplest form of an accession book is the one which provides columns for accession and class numbers, authors, title and number of volumes, publisher and Price. After all, the accession book need only be a kind of record of origin, and not necessarily an epitome of the catalogue and classification. Accession books are wanted for answering questions like these—When did a given book come? Where did it come from? What did it cost? How many books does the library possess? What are they about?

I would therefore, suggest that the following form should be adopted:—

1-Date	Accession Serial No	Au- thor	Bri- ef Title	Publisher & place of Publication	Year of publi- cation.	Pag- es.
2-Source	Price	Class	Author or Book A/0.	Number of Volume	Remarks.	

Every book received into the Library must be entered in the accession book, and a separate book should be kept for withdrawals. When a book is discarded or lost it is entered in the withdrawal book. The stock is balanced annually by the withdrawals of the year being deducted from the total stock as ascertained at the end of the previous year, plus all the new additions.

The withdrawal book is the necessary complement of the accession book, and in it is entered every book permanently withdrawn from the library for any reason.

The WITHDRAWAL BOOK is the necessary complement of the accessions book, and in it, is entered every book permanently withdrawn from the library for any reason. The ruling given below will show better than description of its scope and style.

Date of withdrawal.	Accession No.	Author.	Brief Title	No. of volumes.	Class No.	Remarks
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CLASSIFICATION

Classification is a process of the mind by which things are arranged according to their degrees of likeness and separated according to their degrees of unlikeliness. It is a mental process.

GENERAL RULES FOR CLASSIFYING

1. Classify a book first according to its subject, and then by the form in which the subject is presented, except in generalia and in pure literature where form is paramount.

2. In determining the subject consider the predominant tendency or obvious purpose of a book and its author's intention in writing it.

3. When a book appears to belong equally to two places in the classification make a decision as to the one, in which it is to go.

4. When a book deals with two (or three) divisions of a subject, place it in the one which appears to be the most important; or, if the parts seem equally important, in the one first treated. When more than two (or three) divisions of the subject are dealt with, place the book in the general heading which contains all or the majority of them.

5. When a subject arises for which no place is provided in the scheme of classification, find the heading to which it seems to be most nearly allied and make a place for it there.

6. Place a book in the most specific head that will contain it.

7. Avoid placing which are in the nature of criticism. Pros and cons of any subject go together.

8. Index all decisions, or new headings, which are not already included in the index to the scheme, that is to say, make your index exactly represent your practice.

The withdrawal book is the necessary complement of the accession book, and in it, is entered every book permanently withdrawn from the library for any reason.

9. Finally (to repeat), place a book when you think it will be most useful; and always have a reason for placing it there.

(N. B:—Noted from the VI Edition of Introduction to Library Classification By Berwick Sayers).

Likeness governs classification and likeness we call the characteristic of classification.

The library becomes of some service to the community if attention is paid to the working force of books. The reader should be encouraged to browse among shelves. The books, therefore should be classified according to the readers' information and convenience, so that they need not spend hours in hunting for the desired books.

The definition of classification—It is that exercise of the powers of reason which enables us to arrange things in the order of likeness, and to separate them according to the order of unlikeness.

The definition means, not merely the grouping of things which resemble one another, but the arrangement, within each group, of its components, according to their degrees of resemblance.

Classification, then, is not only the general grouping of things; it is also their arrangement in some sort of logical order so that the relationship of the things may become evident.

Classification systems are keys to knowledge, because it is clear that, if we arrange things in a definite order, and we know what that order is, we have a very good map of, or key to, those things. What is the purpose of this? What does this mean in relation to librarianship? Books are a class of objects, when we take into our view all the objects in the universe, and when we group books by themselves, we have performed an act of classification. But it is a very elementary one. A huge room full of books is, in fact, about the nearest representation of chaos that we can imagine. That is to say, if they are not classified in some way, apart from their mere separation from things which are not books. Unless they are classified, we cannot discover, without immense loss of time, what books there are on chemistry, history, poetry etc. Some libraries are of this kind, while in some others books

are arranged by some such accidental characteristics as the colour of the bindings of the books. When the purpose of the books is that they shall be seen and not read, this is an excellent arrangement.

The first rule of a general classification is:—

It must be comprehensive, embracing all past and present knowledge, and allowing for possible additions to knowledge. It may be admitted on all hands that the main purpose of classification of works in a library is to “save the time of the readers” and to see that “every reader gets his or her books” or, in short, to cater efficiently to the intellectual needs of the society. To fulfil this object is not an easy matter unless the classification scheme, which the library adopts, is exhaustive and expansive.

“Classification as applied to Libraries”, to quote W. C. Berwick Sayers, “brings like books together; it saves time in finding them; it reveals the weakness or the strength of the collection; it makes systematic revision of, and addition to, the stock possible. In fact, it is the foundation of all successful modern library work”.

At the outset it must be conceded that no system of classification is entirely perfect. In fact, every system has its merits and demerits, and after striking a balance between them, we accept a system.

CLASSIFICATION SCHEMES

Quite a large number of classification schemes have been devised by continental, American and British Libraries, in which books are systematically arranged according to related topics, and are marked with a notation, which enables any book or subject to be distinguished by its number, for purposes of Shelving, Charging and Cataloguing.

For example there are several classifications as follows :—

1. Dewey Classification.
2. The Expansive Classification of Charles Ammi Cutter.
3. The Library of Congress Classification.
4. The Brown Subject Classification.
5. The British Museum Scheme Classification.
6. Manual of Library Classification.
7. The Colon Classification by R.S. Ranganathan.

The perfect system has not been and never will be devised, and flaws may be picked in any or all of the above schemes. But it is a presumptuous and foolish librarian who will set himself at this late day the task of devising a new system, when thoroughly tried and elaborate ones already exist. Space will permit us to describe only one scheme

here, and we have chosen the excellent "Decimal Classification" (popularly called the "Dewey System") because it has been far more widely adopted throughout the civilized world than any other, and it is not probable that any other will ever overtake it in popular favour. This wide adoption is an immense practical advantage. The librarian or reader who is familiar with the "Dewey System" will find himself at home at once in innumerable libraries all over the world. This system has now been tried, tested, corrected and elaborated for more than forty years. 14 Editions have been issued.

For a brief exposition of the system we can do no better than quote the first paragraph of the explanation which precedes Dr. Dewey's Introduction.

The field of knowledge is divided into nine main classes and these are numbered by the digits 1 to 9. Cyclopedias, periodicals etc. so general in character as to belong to no one of these classes are marked nought, and form a tenth class. Each class is similarly separated into 9 divisions, general works belong to no division having nought in place of the division number. Divisions are similarly divided into 9 sections and the process is repeated as often as necessary. Thus 512 means, class 5 (Natural

Science) Division 1 (Mathematics) Section 2
(Algebra) and every Algebra is numbered 512.

The ten main classes are given below, and these are followed by a list of the divisions of each of these classes. Not even small libraries, however, can be classified satisfactorily with this list alone, but are strongly advised to secure a copy of the latest edition of the "Decimal Classification, and to classify to three figures" always, often to four, sometimes to five, rarely to six and every seldom or never beyond.

Its chief divisions are as follows.—

0. General works.
1. Philosophy.
2. Religion.
3. Sociology.
4. Philology.
5. Natural Science.
6. Useful Arts.
7. Fine Arts.
8. Literature.
9. History.

and that each main class is divided as follows—

000 GENERAL WORKS

010. Bibliography.

- 020. Library Economy.
- 030. General Cyclopedias.
- 040. General Collected Essays.
- 050. General Periodicals.
- 060. General Societies, Museums.
- 070. Journalism, Newspapers.
- 080. Polygraphy, Special Libraries.
- 090. Book Rarities.

100 PHILOSOPHY.

- 110. Metaphysics.
- 120. Special Metaphysical Topics.
- 130. Mind and Body.
- 140. Philosophic Systems.
- 150. Psychology.
- 160. Logic Dialectics.
- 170. Ethics.
- 180. Ancient Philosophers.
- 190. Modern Philosophers.

200. RELIGION.

- 210. Natural Theology.
- 220. Bible.
- 230. Doctrinal, Dogmatics, Theology.
- 240. Devotional Practical.
- 250. Homiletic, Pastoral, Parochial.

- 260. Church Institutions work.
- 270. General History of Christian, Church.
- 280. Christian Churches and Sects.
- 290. Non-Christian Religions.

300. SOCIAL SCIENCES' SOCIOLOGY.

- 310. Statistics.
- 320. Political Science.
- 330. Economics.
- 340. Law.
- 350. Administration.
- 360. Associations & Institutions (Reports etc.)
- 370. Education.
- 380. Commerce, Communications.
- 390. Customs. Costumes, Folklore.

400. PHILOLOGY.

- 410. Comparative.
- 420. English, Anglo-Saxon.
- 430. German and other Teutonic.
- 440. French Provencal.
- 450. Italian, Rumanian.
- 460. Spanish, Portuguese.
- 470. Latin and other Italic.
- 480. Greek and other Hellenic.
- 490. Other Languages.

500. PURE SCIENCE,

- 510. Mathematics.
- 520. Astronomy.
- 530. Physics.
- 540. Chemistry.
- 550. Geology.
- 560. Paleontology.
- 570. Biology, Anthropology.
- 580. Botany.
- 590. Zoology.

600. USEFUL ARTS

- 610. Medicine.
- 620. Engineering.
- 630. Agriculture.
- 640. Home Economics.
- 650. Communications, Business.
- 660. Chemic Technology.
- 670. Manufactures.
- 680. Mechanic Trades.
- 690. Building.

700. FINE ARTS, RECREATION.

- 710. Landscape Gardening.
- 720. Architecture.
- 730. Sculpture.

- 740. Drawing, Decoration, Design.
- 750. Painting.
- 760. Engraving.
- 770. Photography.
- 780. Music.
- 790. Amusements.

800. LITERATURE

- 810. American.
- 820. English, Anglo-Saxon,
- 830. German and other Teutonic.
- 840. French Provencal.
- 850. Italian Rumanian.
- 860. Spanish Portuguese.
- 870. Latin and other Italic.
- 880. Greek and other Hellenic.
- 890. Other Literature.

900. HISTORY.

- 910. Geography and Travels.
- 920. Biography.
- 930. Ancient History.
- 940. Europe.
- 950. Asia.
- 960. Africa.
- 970. North America.



SINHA LIBRARY BUILDING—PATNA

980. South America.

990. Oceania and Polar Regions.

and these are again sub-divided if required.

See Dewey Decimal Classification 1st Edition.

To the beginner in the study of classification few things are more apparent and puzzling than the simplicity of the problem which faces the librarian and the complexity of the solutions that have been proposed. In brief, his problem is to arrange the books on library shelves and in catalogues in a manner which will be most convenient for the users of the library and will best reveal their contents. Years of study, observation and discussion, have convinced him that in most cases this most convenient order is *an arrangement of books by their subject matter*.

In large libraries the classifying is done by a person who is wholly a classifier; but in the average library the classifier and the cataloguer are one and the same person.

Every librarian, when placed for the first time in charge of a library, will, if he is wise, face the question of the arrangement of that library before he engages in any other important work in connection with it. Even if his library is not in actual existence and has yet to be built, he will settle with

most considered care two points : (1) Whether or not the library shall be classified, and (2) If he decides in favour of classification, by what scheme it shall be done. It is rather late in the day to advance arguments in favour of the classified or against the unclassified, library. No modern librarian, who has any sound knowledge of this purpose of libraries and of the tasks they have to perform, will hesitate for a moment in deciding in favour of classification.

SOME IMPORTANT PRACTICAL PROBLEMS BEFORE THE CLASSIFIER.

But when he has decided to classify, he is confronted immediately with a series of important practical problems the solution of which is vital to the future of his library.

The first concerns *the design of the library building*. It is necessary to say that a classified library requires more room than one which is unclassified, and a simpler mode of planning. In an unclassified library additions of books can be made to the shelves in any part that may be convenient; such additions cannot alter the significance of an order which does not exist, usually the empty shelves stand ready for new books at the end of the collection; because in the ordinary unclassified library the

books are arranged in a straight numerical order, the first book received being numbered, 1 the second 2, and so on, without limit and without reference to any characteristic of the books.

In the classified library *it is desirable to leave spaces at the end of every subject* on which a number of books have been written, and to the literature of which frequent additions may be expected, or, at least, spaces should be left *at the end of each class* in order that additions may be accommodated without too much shifting of the general arrangement. This is a mere economy in time.

A further simple consideration is that the primary classification of books is by the characteristic of size. It is obvious that large books, quartos and folios, for example, cannot stand side by side with octavos and smaller books on the same shelf without a loss of vertical space that few libraries can bear. Further, books are published in unequal proportions as regards size; one cannot forecast with accuracy how much space will be required in a given time for each size of books. The shelves, therefore, of a classified library should be adjustable, so that, as the number of any one size of books grows, the shelves may be made wider or narrower vertically, as the case may be, to accommodate them.

N. B.—“ No classification can ever be complete since Science is never complete.”

—CHERLES AMMI CUTTER.

CATALOGUE

The principal, the indispensable, key to a library is the Catalogue, and whatever form that Catalogue may take, it must provide some means of showing what books are available on every subject as far as that is humanly possible. It is, therefore, necessary to give as much thought to the form of catalogue you will use, as to the scheme of classification itself. I do not wish to enter again into the pros and cons of the various forms—there are advantages and disadvantages in every form of Catalogue.

The public should also be taught the use of the catalogues. Cataloguing, by means of entries, exhibits the resources of a library.

Mere collection of books, however carefully chosen, will fail to fulfil the purpose of a library, unless they are arranged on the shelves, and in catalogues, in a manner which will be most convenient for the readers and will best reveal the contents of the library. In short, the books must be classified and catalogued.

Printed catalogues of books in the libraries cannot be kept up-to-date, even with the best of efforts. Therefore, it has now been decided by the authorities of most of the libraries to keep the typed or hand-written cards catalogues up-to-date. Printed catalogues also are being kept up-to-date for the use, particularly of the Mufassil and for such local members who cannot personally come to the library. In this respect, the printed catalogue has an advantage over the card catalogue, and cannot, therefore, be dispensed with.

HOW TO USE THE CATALOGUE.

This Catalogue may be consulted like a Dictionary or a Cyclopedia.

If you know the Author's name look for that.

If Author's name is not known to you, look for the SUBJECT.

When the book is a work of Fiction look under the first work of the TITLE not an article.

ALL AUTHORLESS works are to be found under the FIRST work of the TITLE not an article such as the, a or an.

KIND OF CATALOGUE.

The questions which a catalogue or catalogues may be expected to answer are :—

- (a) What books does the library have,
- (b) by a certain author,
- (c) on a certain subject,
- (d) having a certain title ?

The author catalogue is most valuable in the hands of literary men and of experts, but is of very limited use to the reader whose knowledge of authors is small. I would, therefore, suggest that three sets of card catalogue be kept for books that is :—

- (1) Author.
- (2) Title and
- (3) Subject.

Cards should be of standard size (5 inches × 3 inches)

THE CLASSIFIED CATALOGUE.

It is only a step from the Classification Index to the classified catalogue.

In modern definition, a classified catalogue is one in which entries of books are arranged in the exact order of the classification.

The three forms of catalogue that have the general approval of librarians are the (1) Author Catalogue, (2) The Title Catalogue and (3) the Subject Catalogue.

The Author Catalogue is of small use except to readers who know (and remember) the names of the author of the books they want to read.

The problem of the dictionary and the classified catalogue is one and the same; and that is to bring books into relation with one another. This, the dictionary catalogue seeks to do by arranging in one alphabet, entries for author, subject and title of every book. It is a most popular catalogue.

I have been laying down general principles upon which to work.

Each book requires on an average from three to five cards. All cards are named from the entry on the upper line, and fall into four main classes:—

- (1) The main or author Card.
- (2) The Title Card.
- (3) The Subject Card.
- (4) The Cross Reference Card.

THE THREE BOOK RECORDS.

The well-trained conservative librarian keeps three book records (1) The Accession Book, a list of the books in the order in which they have been added to the Library; (2) Shelf-List, arranged according to classes in the order in which the books stand on the shelves; (3) the Dictionary catalogue

containing entries for the authors, titles and subjects of the books arranged together in a single alphabet.

The accession book being chronologically arranged, new entries are added always at the end, so intercalation is not necessary and there is no reason why this record should be kept on cards. Accordingly it is always in ledger form. In the accession book are recorded the description and business details concerning each volume added to the library. These details ordinarily will not interest the public, and the accession book is primarily an office record. When a book is lost by a reader or discarded as worn out, the accession record tells when, where, and for how much it was purchased, and therefore, what will be the cost of replacing it. It is the business record of the cost of the collection for insurance purposes also and as such it is well to keep it in a fire-proof safe. From the accession book, statistics of the library's growth during any given period may readily be compiled.

2. The shelf-list is the list of books arranged as they stand on the shelves. They stand on the shelves according to their subject matter demands. Each shelf-list card bears the accession number of the book which it represents. The shelf-list is, therefore, the key to the information to be found

only in the accession book. The shelf-list is the indispensable record if an inventory of the books is to be taken, and this should be done each year.

3. The dictionary card catalogue is on the whole the best key to a living collection of books that has yet been devised. The modern efficient library has that because no printed catalogue can possibly keep up with this constant change. It will always contain entries for books no longer in the collection; it will never contain entries for the books generally most eagerly sought, the newest additions. To be sure, there may be supplements; but, even with many supplements, the printer can never quite keep up with the actual status of the collection, and the more supplements there are the more tedious becomes the search for a given item. How much better to be able to tell your readers, "This catalogue is an exact record of the present state of the library. It contains entries for every book in the collection and for no others. If you know the name of the author you are seeking, look under that name in the catalogue. If you know only the title of the book you seek, look for the first word of that title not an article. If you know no authors or titles, but only that you seek a book on Photography, look under Photography.

All entries—author, title, and subject—are arranged in a single alphabet like the words in a dictionary. If you can look up a word in a dictionary, you can look un a book in this catalogue". The readers will be shy of the new contrivance at first and will have to be encouraged and helped a bit in its use. But a well made dictionary card catalogue is really quite simple and easy to understand—from the outsider's point of view at any rate. In American libraries every year thousands of boys and girls, eight and ten years old, are taught to use it. And the teaching occupies only a few minutes. It is worth while to place on the catalogue cabinet a clearly lettered notice giving a brief explanation of its contents. This may easily be boiled down to about a hundred words.

HOW TO WRITE INDEXING CARDS. ACCESSION RECORD.

The Accession Record is ordinarily kept in an accession book. Each volume, as it is added to the library, is entered in the accession book and receives a number called the accession number.

Entries in the accession book may be very brief, —the date on which a book is received, the author's surname, a brief title, publisher's name, year of

publication, pages of books, source from where the book comes (e. g. the firm from whom purchased, the name of the donor, if a gift, etc.) the cost, the amount paid for it by the library—the class number, the author or book number, and remark.

Shelf list Record.

The Shelf List Record is a record kept on cards in class order, i. e., the cards are arranged by classes (what-ever system of classification is used in the library) and alphabetically by author under each class, in the exact order in which the books are arranged on the shelves. Each card should contain the class and book number, the Accession number and Author's name—the title of the book, given more briefly the number or volumes (if more than one), and the date of publication or imprint date as it is technically known, and pages of the book, i. e., the last number of the pages of a book. The shelf list record is an indispensable tool for taking inventory at stated intervals. It also enables a librarian to know (or find out) at any time how many and what book the library has in a certain class, and likewise in which classes it is weak and in which strong. It gives the history of every book in the library from the beginning, with the number

of copies of each, and its final disposition. It answers the library's needs as a partial subject catalogue, enabling one to discover readily the numbers and titles of all books in any one class.

Sample of Shelf-list card.

823.	Milton J.	
M.		Short stories. Lond. 1948. pp. 300
72.		

Author Cards,

The simple Author Card under a personal author.

One of the first essentials in making the Author Card is that there should be uniformity in the form and fullness of author's name used as a heading.

If an editor or compiler or translator is responsible for the work, he has edited or compiled or translated it (in which case as a rule no author is given) make the entry under the editor, translator or compiler, adding the abbreviation Ed., Com., Tr., after his name as the case may be. i. e. John T. Comp. Ram Nath Ed. Prem Nath. Tr.

When making your Author card always begin

on the top line with the Author's surname followed by his individual name.

If ruled catalogue cards are used, always begin the author entry out at the first or left vertical line, in other words, at the first or author indentation. If unruled cards are being used, begin about one inch to the right of the left margin of the card, or 9 typewriter spaces. If the author entry requires more than one line, begin the second and succeeding lines in at the second or right vertical line, in other words, at the second or title indentation. If the cards are unruled this would necessitate beginning one and one half inches from the left margin of the card equivalent to 14 spaces on this typewriter. The author entry on every card, except the series card (whether author, title or subject card), begins at the first or author indentation, though, it begins on the top line only on the author card. All other entries except the series entry (whether title, subject or cross references begin on all cards (except) the series card) at the second or title indentation.

Do not alter the wording of the title or the spelling of words in the title but give it exactly as it is on the title page.

One centimeter (or one half inch) space after the title gives the place where the book was printed—

one half inch space thereafter the year of publication- and one half inch space thereafter the page, and one half inch space thereafter the number of volumes if more than one.

CALL NUMBER.

In the upper left hand corner of all cards except cross reference cards, write the call number (class and book number) in black ink, or write in pencil so that corrections, if any, may be made easily, close to the left edge of the card, the class number on the top line, and the book number on the line directly beneath it.

The class number alone does not make a sufficient call number. There must be something to distinguish each book from all others in the same class; therefore, the class number and book number are inseparable.

823	Smith J.
S	Love and Live. Lond. 1948.
	pp. 90.

TITLE ENTRIES.

Next in order we shall take up the title card, the first of your added or secondary entries. This entry must answer the questions. Do you have this book in the Library ? and who wrote it ? But the answers must be as brief as possible. When you think there is the slightest chance that a book may be asked for by its title, you should make a title card.

When making the title card, begin your title (with the first word, not by an article, in English) on the top line, in at the second or title indention. Give a brief title only, followed by a period, and, one centimeter thereafter, the date of publication, or the copyright date, if there is no imprint date.

SAMPLE TITLE CARD.

302		Cataloguing Lond. 1946.
	Hitchler.	

SUBJECT ENTRIES.

When the author and title cards for a book have been prepared, make the subject card or cards, except when the book is a work of Fiction, a single play, an essay, or a poem which does not require it. As a rule, all work of non fiction, except those just cited, require at least one subject card.

The most interesting, the most important, and, at the same time, the most difficult part of cataloguing is the subject cataloguing or subject indexing of your collection, the bringing out the subject matter contained in books, in such a manner that none of it will be lost to the public. This is the essential, and vital part of cataloguing, for the subject-matter contained in a library is in constant demand, while the author and title use of the catalogue is comparatively slight.

The heading should be carefully chosen, and title use of the catalogue is comparatively slight.

The heading should be carefully chosen, and only such terms should be used as most closely express in each case the subject or subjects to be brought out, which may satisfy the readers in order to be most useful and most readily found and understood by the average intelligent user of the

catalogue. There must be uniformity in the headings selected, so that the same heading may be used for all books of similar content. Be consistent and uniform in your choice of subject.

Call to your aid your judgment and common-sense, when making your selection of subjects. Do not depend on the title page of the book only. Do not, therefore, assign a heading from the title of a book. It is too often misleading. Make sure of the subject matter of the book before selecting the subject.

Choose a specific subject heading whenever possible. That is, enter a book on ants under the specific heading 'Ants' and not under the more general heading 'Insects'; a book on eagles under 'Birds', not under 'Zoology', a book on diamond under 'Diamonds', not under 'Precious Stones' etc.

All subject and form headings are written in red ink.

When making a subject card, begin on the top line at the title indention, and write your heading in red ink, keeping all lines of the heading, if it take more than one, at the title indention.

Leave one line blank, and on a new line, out at the author indention, give the author's name as you

have entered it on the title card, carrying the second and succeeding line into the title indention.

The call number is written in the upper left hand corner as on the main and title cards.

All subject and form headings are written in red ink.

SAMPLE OF SUBJECT CARDS.

	Book Binding.
Roberts J.	New Form of Book Binding.
London 1948. O	

CROSS REFERENCES.

Make Cross reference cards when they are needed, but be careful not to crowd your catalogue with too many referrings back and forth.

Do not make a cross reference card of a book when you have no books in the library.

There are two kinds of cross reference cards (1) The 'See' reference, and (2) the 'See also' reference

When making your Cross Reference Card, write the name from which the reference is made on the top line, indenting as for a title or subject heading. Write the name to which reference is made on a

new line, indenting as for an author. In other words, always begin your cross reference card with the name or heading you are referring from, on the top line, at the title indention, a comma, then one centimeter space followed by the word, 'See' for 'See also', and one a new line, out, at the author indention, the name or heading to which you are referring, in full, or, as you will actually see it on the card referred to.

Ram.	See.
Bhola.	

Economiser	See also
Banking and Banking	
Cost of Living; Factory System.	

Books of less than 100 pages are usually regarded as *Pamphlets*, and are marked P. and are sometimes kept in another paralalled classification.

In some libraries, the books are arranged chronologically by the date of publication. This is an

attractive idea, but it is not easily grasped by all readers.

In some libraries, books are arranged according to their size.

BOOK DISPLAY.

The modern librarian, however, does not feel that his responsibilities end when he has provided his public with books. He believes in exploiting his stock; and this is done in countless ways. The most obvious and straightforward method is to make a display of recent additions. The art of book-display lies in being able to anticipate need or taste and to provide catchy pictures, book-jackets, at a prominent place in the library from where they can draw the attention of readers coming to the library.

New books can be kept in a separate almirah for a reasonable time so that readers may easily know what books are being added to the library from time to time. A list of new added books can also be prepared and kept at the counter for reference.

PROBLEM OF BOOKS MISSING AND PAGE MUTILATION.

Missing books and page mutilation are matters of frequent occurrence in modern libraries. These

scandalous things happen, not only in Indian Libraries, but also, to an extent, in the libraries of European and American countries. Formerly, these were few and far between as the libraries were then simply store-houses of books which were meant, not for study, but for preservation.

The provision of reading rooms for the readers in the library, more or less open access system, has aggravated this problem of books missing and pages missing. Librarians and library authorities are straining every nerve to discover the causes and the remedies of this problem, but so far with little success.

Reference.

Reference Service forms an important duty of the library profession, and it has been defined as the process of establishing contact between readers and books. This means that the Reference Librarian must know his readers as well as his books pertaining to the latter, so that he may be in a position, not only to inform students whether a book applied for is available, but also to suggest what books to consult on a given subject. Hundreds of books and periodicals get annually accessioned in a library and then the task of the Reference librarian

and of the students to keep up-to-date in the knowledge of books is a most arduous and exacting one.

STOCK-TAKING.

There is no uniformity in the methods of stock-taking in our libraries. Some take the stock with the Shelf List; some follow the methods of checking the books with the accession register. Some librarians first verify the stock by the Shelf List and then check the Shelf List with the accession register. In some cases the stock is verified with accession numbers, and in some the verification is done with reference to the subject catalogue in book form.

The perfect method of verifying the stock seems to be first to put the Shelf List according to the various sequences of the stock of the Library and then to check the Shelf List with the Accession Register. This double check detects losses of books when the Shelf List, if it is in card forms, fails. Inidentally it throws light on defective entries both in the Shelf list and the Accession Register, the two basic records of a library.

WEEDING.

Weeding is a process, with the help of which the contents of a library can be brought up-to-date, and necessary accommodation found for new things

to come. This weeding is as essential in the case of reprints as in the case of any other material in a library. It is a process which requires wide knowledge, ample experience, and the greatest amount of commonsense combined with prudence. No one can consider himself the best judge to decide as to what should be weeded out. The principle of utility has to be enforced. It is decided by the use made of any material. It, therefore, follows that the folders of reprints may be annually or periodically examined in a library to find out if any reprint has outlived its utility, or has been superseded by anything better than the one possessed. The opinion of specialists in different branches of knowledge would be of great advantage, and may be invited and accepted. The weeded or culled material may be destroyed and the card catalogue entries for same may be removed. In case a printed catalogue exists, the entries for the weeded material may be declared as deleted.

OPEN ACCESS SYSTEM.

By the open access system the borrowers are better satisfied, and the staff less over worked. Each borrower has a ticket bearing his name and address, and each book has a card bearing its

number and title. The borrower chooses his books and presents it with his ticket at the "out" counter. An assistant takes the card from the book, inserts it into a pocket on the borrower's ticket and marks the books with a date on which it is due for return. We now have the perfect example of a temporary record, the conjunction of the borrower's ticket and book card (known as a charge) indicate that Mr. A. has taken book No. 5 on loan, and by placing the charge in a tray behind a guide, bearing the date of return, we have all the information about this issue we require. In due course, Mr. A. will return his books, and, by finding the charge and separating it again into its component parts, we have destroyed its record of the loan. Then, without writing or erasing, we make and destroy thousands of records of loans in the course of a year.

Such a system is essential to enable us to handle the large number of loans we issue daily.

PUBLIC LIBRARIAN.

To the Public Librarian, I would say "Make your library a democratic institution well-equipped, and well administered". It is to be entirely a modern phenomenon. The librarian must weigh

and equate social with human values. He must have the faculty for social, mental, and moral improvement, must believe in the potential equality of men, must respect the rights of others, and must tolerate the opposing points of view. Do not depend upon the traditional methods of library, circulation and statistics. Know your readers—know what they are reading, whether their reading is worth while; know who are the people or groups who do not use the library; and what are the reasons for their indifference, and whether they have legitimate reading needs which the library can satisfy. You are to see the political position of your library as well as its social relationship. You are to weigh technical and professional considerations. Provide as many books to the public as you can. Provide book-service to the majority of the population, provide a variety of techniques to assist readers to find the books they need.

The public library should have a definite plan.

In the public libraries, books should be chosen carefully bearing in mind that the public has many tastes and they are to be satisfied by the books. To secure this end, all are agreed on the following principles:—

1. A Library must not circulate bad books.

2. It must, within its limit, give the public the books it wants.
3. It must teach the public to want better books.

THE COLLEGE LIBRARIAN.

The College Librarian is still backward, still not fully trained to be a guide to the teacher and the taught. Expert in reference work, he must direct the research scholars and maintain intercollegiate service for the benefit of his institution.

LIBRARIANS.

The librarian to-day cannot say "we have not got the book," and get away with the remark. He has to try and find out where it may be available, and, if possible, arrange to get it on loan. It is realised that with the limited amount of money for the purchase of books at his disposal, the librarian cannot, and probably should not, buy all books. And even if funds permit, it would be difficult to purchase rare books, back numbers of periodicals, etc. The librarian, therefore, has to tap outside sources. It is this that starting with casual lending by, and to, friendly fellow-librarians, the foundations were laid for the great national system of co-operation which is now making such a rapid progress in England.

For a good and efficient library service a good librarian is necessary and the librarian must be properly trained and equipped for his task. Reference assistants and reader-advisers are necessary for instructing the readers as state advisers for enlightening those in authority. While a few Central Librarians are essential, many others should avoid unnecessary duplication and waste by means of mutual co-operation and by inter-borrowing.

The first step towards reform is to appoint a suitable librarian. But that alone is not sufficient. He needs assistants, full scope, and facilities and, above all, the sympathy, understanding, and co-operation of the managing authorities for the fulfilment of this task, without which he can do nothing worthy.

Till recently a peon, who was not wholly illiterate, was regarded as suitable for the post of a librarian. Indeed, many appointing authorities regarded librarians as mere care-takers and, consequently, expected neither professional nor special qualifications from them. It was not realised that it was the librarians who really made the libraries the living organisms that they should be, and that in order to achieve this, their qualifications cannot be too high.

Libraries, without properly trained and adequately paid librarians and assistants, will be worse than what they are at present. So many of the trained persons have left the profession, simply because they are not well paid, or else they do not find scope for promotion. Some of our wellqualified men have left us, and others may be leaving us, for there is no inducement for them to stay on where they are.

To-day, the library movement in India is yet in its infancy. The Indian librarian is working without the aid of the govt. That is the truth. Ill paid, half-starved, unprotected, illequipped, groaning under the impact of high prices and high expenses, he is a prey both to the whims of his masters and to his own staggering helplessness.

Librarians have a part to play in the education of our children and adults. A University Professor or a schoolteacher is a recognised factor in education, but not so a librarian. Naturally the status of our profession is low. It is lower than that of other academic professions. And, as long as our library authorities do not recognize the need for employing qualified men and paying them well, it will remain low because there will be no inducement for first rate men to look to the library profession

as a career. Even if they do enter the profession, they will not be keen on getting themselves qualified in the technique of library science. The whole thing runs in a vicious circle. The net result is badly managed libraries and lack of recognition for libraries and the library profession.

While Western librarians spend 46 per cent of their library income on their staff, the amount spent on that item in most of our libraries is not more than 15 per cent. While other civilized countries insist on efficient administration of libraries by a well qualified staff, both academically and technically, and attract first rate scholars to the library profession by offering them salaries which their qualifications deserve, we entrust our libraries to men who should at best occupy only the place of attendants.

The responsibility of a librarian is very great as he is expected to possess the following qualifications:—

- | | |
|----------------------------|-----------------------|
| 1. Intelligence. | 6. Courtesy. |
| 2. Accuracy. | 7. Resourcefulness. |
| 3. Judgment. | 8. Tact. |
| 4. Professional knowledge. | 9. Alertness. |
| 5. Dependability. | 10. Interest in work. |

- | | |
|-------------------------|----------------------|
| 11. Memory. | 19. System. |
| 12. Mental curiosity. | 20. Health. |
| 13. Interest in people. | 21. Initiative. |
| 14. Imagination. | 22. Industriousness. |
| 15. Adaptability. | 23. Speed. |
| 16. Perseverance. | 24. Poise. |
| 17. Pleasantness. | 25. Patience. |
| 18. Cooperativeness. | 26. Forcefulness. |
| | 27. Neatness. |

N. B. Taken from the Reference work of
Wyer, J. I.

LIBRARY SITE, BUILDING AND FURNITURE,

The Library building should be conveniently located for those who are to use it. The college or university libraries are usually the centre of a group of academic buildings. The public library should be near, but not at the noisy centre of the city life. The ground in which the building is set should be attractively laid out and well kept, but not so shaded with trees as to darken the reading rooms.

If such a site is available, the building should be set well back from the road and if a garden approach to it can be made, so much the better.

This is sometimes achieved and its effect is pleasing and it helps to create the atmosphere of beauty in which books ought to be found.

A committee of experts has stated the essentials of library architecture:—

1. Every library building should be planned especially for the kind of work to be done and the community to be served.

2. The interior arrangement should be planned before the exterior is considered.

3. Plans should provide for future growth and development.

4. A library should be carefully planned for economical administration.

5. Public rooms should be planned for complete supervision by the fewest possible attendants.

6. No convenience of arrangement should be sacrificed for architectural effect.

7. There should be no such decoration of reading rooms or working rooms as will attract sight-seers to disturb readers and attendants.

8. There should be good natural light in all parts of the building. Windows should extend to the ceiling to light the upper portions of every room. In a book-room or stack, windows should be opposite the aisles.

9. No shelf should be placed so high as to be out of reach of a person of medium height standing on the floor.

10 Flights of stairs should be straight and not circular.

11. The plan of the individual library building must depend upon the organization of the library service in its area. There are obviously large towns and small and their requirements differ both in kind and degrees.

A very few libraries in India occupy quarters built specially for them. Unfortunately they have usually been placed in the space that is left after other requirements have been met. This means that in colleges the library is usually housed in the assembly hall. There could scarcely be a mere unsatisfactory place. The assembly hall is a noisy, semi-public place, almost like an open street and it is an absolute impossibility for the librarian to supervise properly those who come. Consequently the books must all be kept under lock and key a practice well suited to the Dark Ages but nothing less than shameful in the Twentieth Century. The library atmosphere should be quiet, secluded, conducive to study. The library should be so arranged that all readers enter and leave by a single door.

A competent attendant should be placed at that door. Then the almirahs may be unlocked, and the increased use of the books and satisfaction of the readers will be at once apparent.

This matter of open shelves under proper supervision is a simple affair, but too much emphasis cannot be laid upon it, for it is the crying need of Indian libraries to-day.

The square or oblong library building is a good type. The single entrance should be in the centre of the front, with the loan desk close at hand and directly facing it. The reading rooms—one for periodicals, the other for books of reference—can be to right and left of the entrance, with book cases seven shelves high lining the walls.

Shelves should be not over a yard long, and the standard shelf space is ten inches high and eight inches deep.

Reading tables should be strongly made. These seating six readers, two on a side and one at each end, are generally found most satisfactory—Chairs, too, should be substantially made, neither so uncomfortable as to become a penance, nor so comfortable as to induce slumber. The cane-seated, bentwood chair should be avoided as unsatisfactory on many counts. Besides tables and chairs of excellent

quality the library furniture houses will supply such conveniences as current periodical racks, newspaper racks, bulletin boards, charging desks, and card catalogue cabinets.

THE CARE OF BOOKS.

A few words to be said about the every day care of books on the library shelves and in the hands of librarians and readers.

The book of average size should stand straight up on the shelf, being comfortably supported but not crowded by its shelfmates. The only way to accommodate them is never to fill a shelf quite full, but always to allow a reasonable amount of room for slipping new books and those returned from circulation into their exact places according to the classification. The last book on the shelf, next the empty space, will need to be propped up somehow, so we should have as many book supports as we have shelves.

Various forms of these, (supports) taking up next to no room on the shelves, can be purchased from supply houses at a very little cost.

I take the liberty of quoting below some suggestions on the care of books from Mr. Dana's "Library Primer."

(1) Books should occasionally be taken from their shelves and wiped with a soft cloth. The shelves should at the same time be cleaned thoroughly.

(2) Don't hold a book by one of its covers.

(3) Don't pile up books very high.

(4) Don't rub dust into them instead of rubbing it off.

(5) Don't wedge books tightly into the shelves.

(6) Don't cover your books. The brown paper cover is an insult to a good book.

(7) A few simple rules like the following can be brought to the attention of those who use the library. Always be sure that the library sets a good example in its handling of books.

(a) Keep books dry.

(b) Do not handle them when the hands are moist, of course never when the hands are soiled. (Never moisten the fore-finger at the lips when turning over the leaves of books. Many scholars who should know better are addicted to this unhygienic and filthy habit. The library worker guilty of such an offence should forfeit his position).

"Use books to read, and for nothing else".

"Never mark in them".

"Do not turn down their pages".

"Do not lay them face downwards"

"Do not strap them up tightly".

"Never let them fall".

"Open them gently".

"The book you are reading will go to others. Pass it on to them neat and clean, hoping that they will do the same for you".

LIBRARY HANDWRITING.

We have just been considering the library's three principal records. The catalogue is constantly used by the public, the shelf list, frequently, the accession book only occasionally by some reader who perhaps wishes to see a list of the books most recently added. If we are to realise our ideal of good service to the public we must make the use of our records as easy as we can. To this end the handwriting in these records must be legible, uniform, and neat. When one hears that—"the readers don't like to use the card catalogue", investigation almost invariably reveals a homemade—looking card cabinet, its stickfast drawers without any indication of their contents, which comprise a motley array of soiled cards of various shapes, sizes, colours and thickness, some loose, and some fastened in, covered with handwriting variously illegible, and with no

guide card. This is a picture of all that a catalogue should not be. The compilers of such a catalogue may have all the rules and exceptions of a most elaborate code at their fingers' ends, and yet produce a mere abomination, so far as practical usefulness is concerned.

It is absolutely essential to efficiency that all library workers use a uniform and pre-eminently legible style of hand-writing in all permanent work. This fact was long ago realized at the New York State Library School and, after much experimentation and study, a form of handwriting was adopted which has now become the standard-Library hand. We quote below the rules which should be given the practice of those wishing to acquire this hand, and with the rules will be found samples of both the joined and disjoined hands. The joined hand should be used for writing catalogue cards, shelf list cards and (less pains akingly) the accession record. The disjoined hand is better for guide cards, labels, book plates, date slips, book cards, shelf labels, signs, notices etc. Use a good, non-copying, black, permanent ink every-where save on labels and other surfaces which may be much handled, where it is better to use a waterproof drawing ink usually called Chinese ink in India.

RULES FOR HANDWRITING

(1) Ink—Use only Standard Library ink and let it dry without blotting.

(2) Position—Sit squarely at the desk and as nearly erect as possible.

(3) Alphabets—Follow the library hand forms of all letters, avoiding any ornament, flourish, or lines not essential to the letter.

(4) Size—Small letters, taking as the unit, are one space or two millimeters high, i. e. one-third the distance between the rulings of the standard catalogue card.

“Capitals and extended letters are two spaces high above the base line or run one space below except, the character & figures, which are one and one-half spaces high.

(5) Slant—Make letters upright with as little slant as possible, and uniformly the same, preferring a trifle backward rather than forward slant.

(6) Spacing—Separate words by space of one *m* and sentences by two *m*'s leave uniform space between letters of a word.

(7) Shading—Make a uniform black line with no shading. Avoid hair line strokes.

(8) Uniformity—Take great pains to have all

writing uniform in size, slant, spacing, blackness of lines and forms of letters.

(9) Special letters and figures—In both joined and disjoined hands dot *i* and cross *t* accurately to avoid confusion, e. g. Giulio care lessly dotted has been arranged under Giulio in the catalogue. Cross *t* one space from line. Dot *i* and *j* one and one-half spaces from line. In foreign languages special care is essential.

Joined hand—Connect all letters of a word into a single word picture. Complete each letter, e. g., do not leave gap between body and stem of *b* and *d*, bring loop of *f* back to stem etc.

Avoid slanting *r* and *s* differently from other letters. They should be a trifle over one space in height. The small *p* is made as in print, and is not extended above the line as in ordinary script.

Disjoined hand—Avoid all unnecessary curves. The principal down strokes in *b*, *d*, *f*, *h*, *i*, *j*, *k*, *l*, *m*, *n*, *p*, *q*, *r*, *t*, *u*, and the first line in *e*, should be straight.

Make all the small letters, except *f*, *i*, *j*, *k*, *t*, *x*, and *y* without lifting pen from paper.

Make *g* and *q* in one stroke, moving from left to right like the hands of a watch. Begin on the line.

Take special pains with the letter *r* as carelessly made it is easily mistaken for a *v* or *y*.

Make the upper part of B, R and S a trifle smaller than the lower part.

"Figures—Make all figures without lifting the pen. Begin 4 with the horizontal line. Make the upper part of 3 and 8 smaller than the lower part, 8 is best made by beginning in the center".

SPECIMENS ALPHABETE AND FIGURES.

Joined Hand.

A B C D E F G H I J K L
M N O P Q R S T U V
W X Y Z
a b c d e f g h i j k l m n o p
q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 and

Take great pains to have all writing uniform in size, slant, spacing and forms of letter.

Disjoined Hand.

A B C D E F G H I J K L M
N O P Q R S T U V
W X Y Z
a b c d e f g h i j k l m n o
p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 and

Take great pains to have all writing uniform in size, slant, spacing and forms of letters.

BIBLIOGRAPHICAL AND TYPOGRAPHICAL TERMS WITH DEFINITIONS.

Accession.

To enter in an accession-book or official record of additions the title of each book in the order of its acquisition.

Accession-Book.

The business record book of all columns in a library added in order in which they are received. It gives a brief account of each volume, how obtained, price and such items as may preserve a record of its history in the library.

Accession Department

That department of a library's administration which included the selection, ordering and accessioning of books.

Accession Number.

The number given to a volume in the order of its acquisition or addition to a library, corresponding to the number opposite its entry in the accession book.

Accession Order.

Arrangement of books on the shelves according to the order of their addition to a class, a numerical and chronological as distinguished from an alphabetical arrangement.

Accession Stamp.

A numbering stamp used in printing of stamping accession numbers in books, on cards, etc.

Anonymous.

Published without the author's name. A book is considered anonymous if the author's name does not appear in the book itself.

Author.

1. The writer of a book, as distinguished from translator, editor, etc.

2. In a broader sense, the maker of a book or the person or body immediately responsible for its existence. Thus a person who collects and puts together the writings of several authors (compiler or editor) may be said to be the author of a collection. Corporate bodies may be considered the authors of publications issued in their name or by their authority.

Author Number.

A combination of letters and figures assigned to each book.

Bibliography.

The Science which embraces the history and description of books, treats of their authors, subjects, typography, editions, materials etc. Also used

to mean a list of the books or authorities on any particular subject, as a bibliography of architecture or a list of books of a particular author, printer, place or period.

Binders' Title.

The title lettered on the back of a book by the binder as distinguished from the title on the publisher's original binding or cover.

Bindery Book.

A book kept for the purpose of recording in it the titles of all books sent to the bindery.

Bindery Slip.

A slip sent with each volume to the bindery, on which is given directions to the binder in regard to its lettering and style of binding.

Book Card.

A card kept in each book, on which is written the call number and name of the book, to which it belongs and which is taken out when the book is borrowed and kept on a record of the borrower's and date.

Book Label.

A small label, usually pasted on the book of a book, on which is written its call number. Round linen ones are best.

Book Number.

A letter, number or any combination of numbers, letters assigned to a book, in order to distinguish it from all other books in the same class.

Book Plate.

A label pasted in a book to mark its ownership and to indicate its location in a library.

Book Pocket.

A pocket pasted inside the cover of a book to hold the book card or the borrowers' card.

Borrower's Card.

A card given after receipt of application to indicate the borrower's right to draw books. It usually has a number and the borrowers name and address.

Card Catalogue.

A catalogue of books in a library in which each entry is made on a separate card. The cards are of the same size and stand on edge in drawers, trays, or boxes and may be arranged either alphabetically or numerically.

Charging Desk.

The place where books are returned and received by borrowers.

Charging System (or Loan System).

Method used in keeping an account of the loan of books.

Children's Home Library.

A collection of a certain number of carefully selected books and periodicals placed in the home of a child who acts as librarian and who chooses about ten children to form a group which meets once a week and is visited by some one who acts as a friend and adviser to the children. Designed to reach the class of children who are not reached by the free public library.

Circulating Library.

A library from which the borrowers may take books for use at home or elsewhere under certain restrictions distinguished from a library of reference.

Classification.

1. The act of grouping together in classes books which have the same subject or form.
2. The scheme on which the classes are divided.

Collector.

A compiler, one who gathers and puts together several works or parts of books or scattered pieces in one book, often called Editor.

Complete Bibliography.

A list of all books on an author or subject.

Compiler.

One who produces a literary work by collecting and putting together written or printed materials from various sources. (see also Editor).

Cross Reference.

Reference from one heading to another.

Date.

1. Imprint date:—The year of publication as specified on the title page.

2. Copyright date:—The date of copyright as given in the book, as a rule on the title page.

3. Preface date:—The date given at the beginning or end of the preface.

4. Introduction date:—The date given at the beginning or end of the introduction.

Decimal Classification.

A system for classifying books devised by Melvill Dewey, the distinguishing features of which are the grouping and numbering of the heads by the common arithmetical figures treated decimally.

Departmental Library.

1. A type of library in which all the books are separated into distinct libraries, each of which covers a special field, contains all the books in the

library on that subject, and has a separate room with a special library and catalogue.

2. In University and College libraries applied to a collection of books kept in a department of the College not in the main library but under the control.

Dictionary Catalogue.

That form of cataloguing in which the headings (author, title, subject and form) are arranged alphabetically like the words in a dictionary, it is distinguished from alphabetic catalogues by giving specific entry in all cases.

Dummy.

A board of the thickness of an ordinary book on which a label is pasted indicating the locality of a book kept else where or issued outside.

Dummy Copy.

A copy generally made up of blank leaves to represent the actual bulk of a work not quite complete.

Duplicate.

A second copy of a book identical with the first in edition, contents, and imprint (binding, and paper may differ).

Edition.

The whole number of copies of a work printed from the same set of types and issued at the same time.

Editor.

One who prepares for publication a work or collection of works not his own. The editorial labour may be limited to the preparation of the matter, or it may include supervision of the printing, revision (restitution) or elucidation of the text, and the addition of introductions, notes and other critical matters (see also compiler).

Fixed Location.

The marking and placing of books on Shelves from where their location in the library is never altered.

Folio.

A sheet of paper folded in two leaves or four pages only.

Free Library.

See Free Public Library.

Free Public Library.

One organized under State Laws, supported in part at least by local taxation, managed as a public

trust; and which allows the free circulation of its of books alike to every resident of the community.

General Bibliography.

(Or, Universal Bibliography)

Includes bibliographies whose object is to enumerate the title of books of every age and country and on all subjects.

Guide Card.

A projecting labeled card inserted in a card catalogue to aid finding a desired place or heading.

Index.

An alphabetical list of topics treated in a book or books, showing exactly where in the book or books the subject is to be found.

Information Desk or Counter.

A place set aside in a library where readers may find someone to assist them in their search for information.

Inter-Library Loans

An arrangement made between libraries whereby one library may borrow from another library books which are difficult to obtain, or are wanted for some special purpose by a responsible borrower.

Joint Authors.

For a book written conjointly by two authors (including writers of a correspondence or partici-

pants in a debate) make the main entry under the name of the first one mentioned on the title page, inverted, followed by the name of the second author, also inverted, preceded by the conjunction "and" give both authors with secondary fullness. e. g. Allen, T. C. & Smith W. L.

Lending Library.

See circulating Library.

Librarian.

One who has charge of the books, contents and administration of a library.

Library.

1. A collection of books and other literary material kept for reading, study and consultation.

2. A place, building room or rooms set apart for keeping and use of a collection of books etc.

Library Administration.

The administration of a library is the force behind the machinery of its working routine. To oversee the work of a library in all its relations, to plan for and promote its usefulness, is the work of the library administrator, and it embraces the supervision and development of the work of all departments and the solution of their various problems; library administration must of necessity begin where library organization ends.

Library Organization.

Library organization must of necessity precede library administration. Decision upon the methods and lines along which the library is to be run, and getting these methods into working order is the basis of library organisation. Plans for and erection of the library building, executive decision with regard to selection, appointment and duties of the staff, the planting and putting into practice a definite system upon which the work of the library is to be carried on—these are successive stages in library organization. Organization is the act or process of organising; i. e. creating a systematic union of individuals in a body where officials, agents and members work together for a common end. Administration is the act of administering such a union; i. e. directing an office, service, employment, etc. Organization creates the machine, administration runs it,

Library Science.

The science relating to the administration of libraries. Library economy and bibliography.

Loan Desk.

See charging Desk.

Loan System.

See charging System.

National Bibliography.

Record of books printed in a certain country.

Open Shelf System.

This system permits free access on the part of the public to any or all shelves in the library.

Order List.

The record kept of books as they are ordered.

Pamphlet.

A printed work consisting of a few sheets of paper stitched or sewed with or without a thin paper, wrapper or cover.

Periodicals,

A publication intended to appear in successive numbers or parts at more or less regular intervals.

Printer.

The person who prints a book as distinguished from the publisher and bookseller who issue and sell it.

Public Library.

One that is not restricted to the use of any class of persons in the community, open to all, but not necessarily free. Often used with the same meaning as FREE PUBLIC LIBRARY.

Publisher.

One who publishes, especially one who issues or causes to be issued from the press and offers for

sale or circulation matter printed, engraved or the like.

Reader's Card.

See Borrower's Card.

Reading Room.

A room set aside for reading and study, usually provided with the current newspapers and periodicals.

Ream.

Twenty quires. A printed ream is 516 sheets, handmade and drawing papers sometimes are of 472, 480 or 500 sheets.

Reference Books.

1. Reference book proper, such as a dictionary or an encyclopaedia, intended to be consulted for definite points of information (rather than read through) and arranged with explicit reference to ease in finding specific facts.

2. Books not allowed to circulate, but kept for reference only.

Reference Library.

A library where the books may not be taken from the building, but are kept for consultation only.

Reference Work.

That branch of the library's administration

which includes the assistance given to readers in their search for information on various subjects.

Select Bibliography.

A list of the best books on an author or subject.

Shelf List.

A brief record of the books in a library with the entries arranged as the books stand on the shelves. The shelf list thus arranged forms a condensed subject catalogue, but is used chiefly in stock taking of the inventory of a library at stated intervals. Sometimes termed Class List.

Shelf-List Card.

An index sized card on which is given the call number, author, title, date and number of volumes and accession numbers of all copies of a book. Arranged in class order like books on the shelves.

Special Bibliography.

Confined to books on some particular author or subject and may include all or a selection of the books on that subject or author.

State Library.

A library supported by a State and located at the Capital of a State chiefly for the use of its executive, legislative and judicial departments.

Subject Heading.

A heading under which are entered all the books relating to a subject.

Subscription Library

A library that is open to any one on payment of a fee.

Title-Entry.

The record of a book in the catalogue under some word of the title, generally the first word not an article. A title entry may be a main entry or an added entry.

Title Page.

The page at the front of a book or printed work, which contains its full title and usually gives author's name, publisher, place and date of publication.

Travelling Library.

A collection of a certain number of books usually 50 or 100, which may be lent for a limited period to responsible borrowers on payment of a nominal fee to cover expenses of transportation etc.

Uncut Edges.

Books not cut down, but not necessarily unopened.

Volume.

1. A book distinguished from other parts of the same work by having its own title-page and usually independent paging.

2. Whatever is bound in one cover.

How to inspect a Library.

The primary duty of an inspector is to see that the library is clean, airy and well furnished and the furniture are kept in order.

There should be a Notice Board at a prominent place of the library on which opening and closing hours of the library should be noted.

Important notices should be put up on the Notice Board for the information of the Public.

The inspector should then examine the Accession Register or Stock Register to find out how the books have been entered. A Stock Register should have the following columns **as far as Possible** :—

1. Date—On which books have been entered.
2. Stock Number—The serial number of the Stock Register.
3. Author—The name of the author of the book.
4. Title—The name of the book.
5. Publisher—The name of the publisher from where the book has the name of the press in which the book has been printed.
6. Year—The Year of publication of the book.
7. Pages—The number of pages the book contains (the number of the last page should be mentioned.)

8. Source—From where the book was purchased or presented.
9. Class—The classification number.
10. Author—The author mark.
11. Price—Price of the book.
12. Volume—How many copies the library has got.

How to check up the bills.

The inspector should then take out a bill of a particular Firm and see whether all the books mentioned in the bill have been duly entered in the Stock Register.

The Librarian should put down the stock number against the name of the book on the bill and thus the inspector can easily trace whether the book is actually entered in the Stock Register. If the stock number is not shown against the name of the book on the bill, it would mean that the book is not in the library and thus the bill should not have been passed.

In the same way, there should be a Stock Register in which all the furniture etc. should be noted with prices etc. and the authority by whom the bill has been passed.

The inspector should also examine the daily cash book which every library must maintain and

see how the amount received, is spent, i. e. whether the President, Secretary or the Librarian is spending according to the budget duly and properly passed. All expenses must be previously sanctioned. Every library is expected to have an Executive Committee and that committee should pass the budget for the year and amount should be spent according to that budget. Verification of cash balance, if any, may be done before examining the cash book.

Every library should have the following registers—

1. Attendance Register—Which will indicate day to day attendance of the readers.

2. Borrower's Issue Register—This register will indicate day to day movement of books issued, read or returned.

On examining the above two registers, an inspecting officer can easily form an idea of the utility of the library and be able to give helpful comments.
